

| REASON FOR THIS POSITION  |  |                       |                         |  |   | POSITION DESCRIPTION COVER SHEET |                |
|---|--|-----------------------|-------------------------|--|---|----------------------------------|----------------|
| 1. NEW  | 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER | 3. REPLACES PD NUMBER |                         |  |   |                                  |                |
| <b>RECOMMENDED</b>  |  |                       |                         |  |   |                                  |                |
| 4. TITLE  |  |                       |                         |  | 5. PAY PLAN                             | 6. SERIES                        | 7. GRADE       |
| 8. WORKING TITLE  |  |                       |                         |  | 9. INCUMBENT <i>(Optional)</i>          |                                  |                |
| <b>OFFICIAL</b>   |  |                       |                         |  |   |                                  |                |
| 10. TITLE<br>Engineering Aid  |  |                       |                         |  |   |                                  |                |
| 11. PP  | 12. SERIES   | 13. FUNC              | 14. GRADE               | 15. DATE                                     | 16. I/A                                 |                                  | 17. CLASSIFIER |
| GS  | 802  |                       | 02                      | MONTH/DAY/YEAR                               | YES      NO                             |                                  | MS             |
|   |  |                       |                         | 4/22/02                                      |   |                                  |                |
| 18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>  |  |                       |                         |  |   |                                  |                |
| 1st   |  |                       |                         | 5th  |   |                                  |                |
| 2nd   |  |                       |                         | 6th  |   |                                  |                |
| 3rd   |  |                       |                         | 7th  |   |                                  |                |
| 4th   |  |                       |                         | 8th  |   |                                  |                |
| <b>SUPERVISOR'S CERTIFICATION</b>   |  |                       |                         |  |   |                                  |                |
| I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations. |  |                       |                         |  |   |                                  |                |
| 19. Supervisor's Signature  |  |                       | 20. Date                |  | 22. Second Level Supervisor's Signature |                                  | 23. Date       |
| 21. Supervisor's Name and Title   |  |                       |                         | 24. Second Level Supervisor's Name and Title |   |                                  |                |
| <b>FACTOR EVALUATION SYSTEM</b>   |  |                       |                         |  |   |                                  |                |
| FACTOR  | 25. FLD/BMK  | 26. POINTS            | FACTOR                  | 25. FLD/BMK                                  | 26. POINTS                              |                                  |                |
| 1. Knowledge Required   |  |                       | 6. Personal Contacts    |  |   |                                  |                |
| 2. Supervisory Controls   |  |                       | 7. Purpose of Contacts  |  |   |                                  |                |
| 3. Guidelines   |  |                       | 8. Physical Demands     |  |   |                                  |                |
| 4. Complexity   |  |                       | 9. Work Environment     |  |   |                                  |                |
| 5. Scope and Effect   |  |                       | 27. <b>TOTAL POINTS</b> |  |   | 27.                              |                |
| Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)   |  |                       |                         |  | 28. <b>GRADE</b>                        |                                  | 28.            |
| <b>CLASSIFICATION CERTIFICATION</b>   |  |                       |                         |  |   |                                  |                |
| I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.  |  |                       |                         |  |   |                                  |                |
| 29. Signature    /S/ MARILYN STETKA   |  |                       |                         |  | 30. Date            4/22/02             |                                  |                |
| 31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)   |  |                       |                         |  |   |                                  |                |
| 32. Remarks: FLSA: N  |  |                       |                         | Standard Job# 802-02                         |   | 33. OPM Certification Number     |                |

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

|                              |                              |            |                |                    |               |
|------------------------------|------------------------------|------------|----------------|--------------------|---------------|
| 1. FUNCTION (1)<br>A/C/D/I/R | 2. DEPT. CD/AGCY-BUR-CD. (4) | 3. SON (4) | 4. MR. NO. (6) | 5. GRADE (2)<br>02 | 6. IP NO. (8) |
|------------------------------|------------------------------|------------|----------------|--------------------|---------------|

## B. MASTER RECORD

|   |  |   |                                  |  |  |  |
|---|--|---|----------------------------------|--|--|--|
| 1. PAY<br>GS  | 2. OCC.SER (4)<br>802  | 3. OCC FUNC.  | 4. OFF. TITLE CD<br>0007         | 5. OFF. TITLE (38)<br>ENGRG AID            |  |  |
| 6. HQ.FLD.CD. (1)<br>1=HQ<br>2=FLD                                      | 7. SUP.CD. (1)<br>8<br>1=Sup. SGEG<br>3=Mgr. SGEG<br>4=Sup. CSRA<br>5=Mgmt. CSRA<br>6= Leader LGEG<br>8=All Others | 8. CLASS STD. CD. (1)<br>X=New Std. Applied<br>Blank=NA |                                  | 9. INTERDIS. CD. (1)<br>N=NO<br>Y=Interdis | 10. DT. CLASS (6)<br>MO DA YEAR<br>4 22 02 |  |
| 11. EARLY RET. CD. (1)<br>1=Primary<br>2=Secondary                      | 3=Foreign Svc.<br>Blank=NA   | 12. INACT/ACT (1)<br>A<br>I=Inactive<br>A=Active        | 13. DT. ABOL. (6)<br>MO DAY YEAR | 14. DT.INACT/REACT (6)<br>MO DAY YEAR      | 15. AGCY. USE (10)                         |  |
| 16. INTERDIS. SER. (40)<br>(4) (4) (4) (4) (4) (4) (4) (4) (4) (4)      |  |   |                                  |  |  |  |
| 17. INTERDIS. TITLE CD. (50)<br>(5) (5) (5) (5) (5) (5) (5) (5) (5) (5) |  |   |                                  |  |  |  |

## C. INDIVIDUAL POSITION

|   |   |   |   |                                 |                                       |   |  |
|---|---|---|---|---------------------------------|---------------------------------------|---|--|
| 1. FLSA CD. (1)<br>N<br>E=Exempt<br>N=Nonexempt   | 2. FIN. DIS. REQ. (1)<br>0<br>N<br>0=None<br>1=CD 219<br>3=SF 278<br>4=AD 392   | 3. POS. SCHED. (1)<br>A=Sched A<br>B=Sched B<br>0=Excepted but not<br>A, B, C   | 4. POS. SENS. (1)<br>1N<br>N<br>0=Nonsensitive<br>1=Noncritical | 5. COMP. LEV. (4)<br>02EA       |                                       |   |  |
| 6. WK. TITLE CD. (4)  |   | 7. WK TITLE (38)  |   |                                 |                                       |   |  |
| 8. ORG. STR. CD. (18)<br>1st 2nd 3rd 4th 5th 6th 7th 8th  | 9. VAC. REV. CD. (1)<br>0=Position Action<br>No Vacancy<br>A=No Change<br>B=Lower Grade<br>C=Higher Grade<br>D=Different title and/or<br>series<br>E=New Position/New FTE |   |   |                                 |                                       |   |  |
| 10. TARGET<br>GD. (2)   | 11. LANG. REQ.<br>(2)   | 12. PROJ. DTY. IND.<br>(1)<br>Blank=N/A<br>Y=Yes                                | 13. DUTY STATION (9)<br>State (2) City(4) Cnty(3)               | 14. BUS. CD. (4)                | 15. DT. LST. AUDIT (6)<br>MO DAY YEAR | 16. PAS. IND. (1)<br>Blank=N/A<br>1=PAS | 17. DATE EST. (6)<br>MO DAY YEAR<br>04 22 02 |
| 18. GD. BASIS. IND. (1)<br>N<br>1=Rev. when vacant<br>2=Impact of Person<br>3=Sup./SGEG   | 4=Sup./Program<br>5=RGE<br>6=Policy Analysis GEG  | 7=Equipment Devel. Guide<br>8=Agency Use<br>9=Agency Use<br>ALPHAS = Agency Use | 19. DT. REQ. REC. (6)<br>MO DAY YEAR                            | 20. NTE. DT. (6)<br>MO DAY YEAR | 21. POS. ST.<br>Y=Perm<br>N=Other     |   |  |
| 22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)<br>Normal Act<br>1=Desk Audit<br>2=Sup. Audit<br>3=Paper Rev.<br>Maintenance Review Act<br>5=Desk Audi<br>6=Sup. Audit<br>7=Paper Rev.<br>Results<br>1=No Action Req.<br>2=Minor PD Change<br>3=New PD Req.<br>5=Series Change<br>6=Pos. Upgrade<br>7=Pos. Downgrade<br>9=Other |   |   |   |                                 |                                       |   |  |
| 23. DT. EMP. ASGN. (6)<br>MO DAY YEAR   | 24. DT. ABOL. (6)<br>MO DAY YEAR  | 25. INACT/ACT (1)<br>A<br>1=Inact.<br>2=Act.                                    | 26. DT. INACT/REACT (6)<br>MO DAY YEAR                          | 27. ACCTG. STAT. (4)            | 28. INT. ASGN. SER. (4)               | 29. AGCY. USE (8)                       |  |
| 30. CLASSIFIER'S SIGNATURE  |   |   | 31. DATE  |                                 |                                       |   |  |

## 32. REMARKS

Standard Job #802-02

**A. Major Duties**

Performs a limited variety of simple routines in support of research projects involving various engineering disciplines conducted by the Agency. Such duties involve simple repetitive tests, procedures, routines, or operations which require little previous knowledge or skills in this line of work.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory and/or field location:

Performs routine measurements and simple arithmetic computations.

Records specified data or instrument readings at specified intervals. Identifies, weighs and makes a limited variety of easy-to-identify items or samples.

Operates simple test instruments.

Assists in the assembly, installation, or operation of equipment, instruments, or facilities by performing specified tasks.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

**B. Evaluation Factors**

**1. Knowledge Required by the Position**

Ability to use a variety of simple laboratory and field equipment, and perform simple, repetitive tasks in a prescribed sequence.

Ability to learn basic engineering and laboratory terminology.

Ability to remember simple procedures, read simple instructions, and write legibly.

Ability to learn proper safety procedures and precautions.

**2. Supervisory Controls**

All assignments are clearly defined and made with specific, detailed instructions. The incumbent works as instructed and consults with the supervisor or

designated authority on all matters not specifically covered in the original guidelines or instructions. The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**3. Guidelines**

Specific and detailed guidelines usually provided verbally by the supervisor or higher graded employee cover all assigned tasks. In performing repetitive assignments, the incumbent is expected to select and apply the appropriate guidelines and procedures from those already used. Assistance is readily available when problems arise.

**4. Complexity**

Most assignments involve routine engineering tasks that are clear-cut and directly related. Steps for completing assignments according to written and oral instructions are easily memorized. There is little or no choice to be made in deciding what needs to be done or the method of accomplishing the tasks. Work performed is quickly mastered.

**5. Scope and Effect**

The work involves the performance of specific routine operations that include a few separate tasks or procedures. The purpose of this work is to provide a basic support service to others, but has little impact beyond the immediate research unit or location.

**6. Personal Contacts**

Contacts are primarily with other employees within the research location and facilities.

**7. Purpose of Contacts**

The purpose of contacts is to obtain, clarify, or give facts or information. Facts or information are generally easily understood.

**8. Physical Demands**

Typically, the incumbent performs the work in a laboratory or field setting but occasionally may work in other settings. Work conditions may range from sedentary to primarily physical. Work requires occasional walking, standing, climbing, crouching, bending, and carrying items ranging from lightweight to moderately heavyweight (less than 50 lbs.). Good eye and hand coordination is necessary to perform satisfactorily.

**9. Work Environment**

The work is performed in a laboratory, shop, or other research setting which involves everyday risks or discomforts, requiring use of normal safety precautions. Indoor areas are adequately lighted, heated and ventilated.

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_